



POLICY

POLICY NUMBER

510.100

TITLE

Cemetery Advisory Board

**EFFECTIVE
DATE:**

April 20, 2011

AUTHORITY:

General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as WDVA, to manage and direct the Agency, RCW 43.60A.040, .050, and .060.

PURPOSE:

APPLICABILITY:

All WDVA employees, cemetery staff, visitors or anyone entering the cemetery grounds.

DEFINITIONS:

None

POLICY:

- I. A Veterans Cemetery Advisory Board shall be established to serve in an advisory capacity to the WDVA Director and the Cemetery Director.
- II. The Purpose of the Cemetery Advisory Board is:
 - a. Provide recommendations on the four focus areas listed below and assist in coordinating activities for the cemetery.
 - b. Represent the veterans of eastern Washington and northern Idaho on matters pertaining to the cemetery.
- III. The Cemetery Advisory Board shall focus on the following areas:
 - a. Memorials:
 - i. Assist with establishing memorial standards for the cemetery.
 - ii. Recommend placement within the cemetery.
 - b. Fundraising:

- i. Establish continued support for veteran license sales and renewal.
 - ii. Solicit funds for use by the cemetery.
 - iii. Receive updates related to the financial well-being of the Veterans Stewardship Account and license plate sales.
 - c. Events and public relations:
 - i. Participate in the planning of holiday events including Memorial Day.
 - ii. If possible attend each ceremony.
 - iii. Evaluate all functions and provide recommendations for improvement.
 - iv. Make presentations about the cemetery.
 - d. Policies:
 - i. Review and make recommendations on cemetery policies with the goal of objectively representing WDVA, Veterans Service Organizations and the community at large.
 - ii. Solicit feedback and comments from Veterans Service Organizations and/or other interested organizations.
 - iii. Act as ambassadors of cemetery policies.
- IV. Because of Cemetery Advisory Board members' visibility within the eastern Washington and northern Idaho veterans' communities, the Board shall also provide feedback and information to the Director of the Washington State Department of Veterans Affairs on issues affecting veterans and their families. The WDVA Director may call upon members of the board to assist in disseminating information through the ongoing outreach activities or veterans service organizations events.
- V. The Director of the Washington State Department of Veterans Affairs appoints the Cemetery Advisory Board members to two year terms subject to additional terms based on demonstrated individual and board performance.
- VI. The Advisory Board consists of seven members who must be veterans or the spouse or surviving spouse of a veteran.
- VII. The Advisory Board shall establish a charter to include provisions for the:
 - a. Election of officers
 - b. Acceptance of resignations or removal

- c. Process for replacing members
- d. Scheduling and notification of meetings, including special meetings
- e. Performance evaluations and reports to the Cemetery Director and the Director of WDVA.

REVIEW: This policy shall be reviewed every five years and updated as necessary.

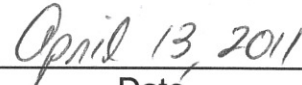
REFERENCES: [RCW 72.36.115](#); DVA Policy 510.000 Cemetery Administration.

SUPERSESSON None

ATTACHMENTS: None



John E. Lee, Director



Date

